

# SkillsUSA Kentucky Officer Candidate Application Form



How would you like to become a SkillsUSA Kentucky state officer?

Being a state officer is one of the highest honors a student can achieve in SkillsUSA Kentucky. If you are considering running for a state office, the journey will take you through a variety of experiences that include *“The Why and What of Leadership Development: Roles, Responsibilities, Confidence, and SkillsUSA Organizational Knowledge and Tools.”* *Equally important - it also means that you agree to take on certain responsibilities and represent the organization on a state level.*

We ask that potential candidates have a dedication for SkillsUSA, have or are willing to develop public speaking and writing skills, display professionalism, be able to work well as part of a state team, and be able to handle a variety of responsibilities in many different leadership situations.

As a state officer you will learn a lot about yourself, leadership, public relations, and marketing SkillsUSA Kentucky. And finally, you will also have an opportunity to make many new and long lasting friends.

Mail to: Larry Johnson, SkillsUSA Kentucky Director  
Office of Career & Technical Education  
20<sup>th</sup> Floor CPT, 500 Mero Street  
Frankfort, Kentucky 40601  
(502)-564-4286, Ext. 4240

E-mail address: [Larry.Johnson@education.ky.gov](mailto:Larry.Johnson@education.ky.gov)

## Offices Available:

President	Treasurer	Chaplain
Vice President	Reporter	National Voting Delegate
Secretary	Parliamentarian	National Officer Candidate

**DEADLINE MARCH 15**

*Forms Received After The Deadline Or Missing Forms and/or Signatures  
Will Result In Disqualification.*

## SkillsUSA Kentucky Officer Candidate Requirement Checklist

- ☐ 1. Active membership status by January 31
- ☐ 2. Endorsement of local Advisor (letter)
- ☐ 3. At least one full year remaining in a CTE program (verify by letter from school)
- ☐ 4. Submit SkillsUSA Kentucky State Officer Candidate Form
- ☐ 5. Submit SkillsUSA Kentucky State Officer Contract Form
- ☐ 6. Submit SkillsUSA Kentucky Violations and Penalties Form
- ☐ 7. Submit State Officer Travel Permission Form

### **DEADLINE MARCH 15**

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# SkillsUSA Kentucky State Officer Candidate Form

**Candidate's full Name:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Age:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_ **Single:** \_\_\_\_\_ **Married:** \_\_\_\_\_

**Candidate's E-mail address (home and school):** \_\_\_\_\_

**Parents/guardians:** \_\_\_\_\_

**Mother/guardian cell phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Father/guardian cell phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**School Name (KY Tech, CTC or KCTCS):** \_\_\_\_\_

**Local Chapter :** \_\_\_\_\_ **(check one) HS** \_\_\_\_\_ **College/PS** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone: (     )** \_\_\_\_\_ **Fax: (     )** \_\_\_\_\_

**Candidate CTE Program:** \_\_\_\_\_ **Date Enrolled:** \_\_\_\_\_

**Check one: Freshman:** \_\_\_\_\_ **Sophomore:** \_\_\_\_\_ **Junior:** \_\_\_\_\_ **Senior:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

**Instructor Cell Phone: (     )** \_\_\_\_\_ **Instructor E-Mail:** \_\_\_\_\_

**SkillsUSA Advisor's Name:** \_\_\_\_\_

**SkillsUSA Advisor Cell phone: (     )** \_\_\_\_\_ **SkillsUSA Advisor E-Mail:** \_\_\_\_\_

## Minimum Qualifications

The officer candidate (attach supporting data):

- A. has active membership status (as defined by SkillsUSA's Board of Directors), at the school where the chapter is established, and student is enrolled at the time of the application and must plan to continue in the training program at least one more year.
- B. has endorsement of the local chapter through nomination by a majority vote of the local chapter.
- C. has at least one full year remaining in a secondary preparatory CTE trade, industrial or technical program (high school candidates); has one year of training remaining in a postsecondary CTE trade, industrial or technical program (college/postsecondary candidate).
- D. has an occupational objective in trade, industrial, technical or health occupations field, and this must be of record (high school candidate) or occupational objective must apply to the postsecondary training the applicant is receiving or will receive in the school in which he or she has been accepted (college/postsecondary candidate).
- E. must be available to represent the state organization through personal appearances, as required.
- F. has completed Levels I & II of the SkillsUSA Professional Development Program or portions of the Career Skills Education Program (CSEP) *or PDP from KLT!*
- G. has participated in at least one of the following activities at the local, state, regional or district level (check one box):

- ☐ State Recognized Leadership/Skill Contest    ☐ Regional Leadership Conference  
☐ KLT!    ☐ Officer Candidate    ☐ Voting Delegate

## **SkillsUSA Kentucky State Officer Contract**

**As a state officer of SkillsUSA Kentucky, you have the responsibility to represent all members of the organization in a professional and ethical manner. Your conduct must be exemplary at all times while representing the organization and on your personal time. You will have an opportunity to meet students, advisors, administrators, business, industry, and labor representatives during your term of office. Your actions will set a standard for all SkillsUSA members to follow. When you sign this State Officer Contract, it should be with the understanding that your obligations are great, as are the rewards of serving your fellow members. You will also be reaffirming the ideals of SkillsUSA.**

As a state officer of SkillsUSA Kentucky, I agree to adhere to the following rules and regulations:

1. I will, at all times, respect all public and private property.
2. I will spend each night in the room of the hotel/motel to which I am assigned.
3. I will abide by the curfew established and shall respect the rights of others.
4. I will not be in the sleeping room with a member of the opposite sex unless the door is completely open at all times, unless the person is my spouse.
5. I will not use alcoholic beverages or non-prescription drugs at any time.
6. I will not leave the hotel/motel to which I am assigned without the express permission of the assigned SkillsUSA staff person(s).
7. My conduct will be exemplary at all times, during and outside SkillsUSA functions.
8. I will forfeit my office if I leave school before completing my training program, am suspended, or expelled.
9. I will respect authority at all times.
10. I will keep the assigned SkillsUSA staff person informed of my whereabouts at all times.
11. I will respect the official SkillsUSA dress by not using tobacco products while in uniform.
12. I will attend all activities for which I am assigned/registered and will be on time to all functions and assignments.
13. I will adhere to the dress code at all times.
14. I will attend all functions as assigned.
15. I will send my quarterly reports to be received by the assigned date regardless of my other activities.
16. I will strive to maintain above average grades in all my classes.
17. I will attend school each day it is in session, unless I am on official SkillsUSA business or ill. I will make up all work missed.
18. I will serve my local chapter in an ex-officio capacity.
19. I will accept SkillsUSA assignments when possible and understand I am to keep accurate records of all expenses incurred. I will submit the proper vouchers and receipts to SkillsUSA within five days of completion of an assignment.
20. I will submit my name on a membership roster and dues as a member for the year in which I am an officer.
21. If involved in any activity that is detrimental to SkillsUSA, and/or my school, such as police arrest for DUI or drug charges, I will immediately forfeit my office.
22. I will attend or be taking classes at the school where my SkillsUSA Chapter is hosted.

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State Officer Signature



### VIOLATIONS AND PENALTIES

Violations of items 1-22 will result in a warning and/or reprimand. Violations may be grounds for disqualification or suspension from an activity or office. The violator may be sent home at his/her own expense. Proper notification of the violation and action taken will be sent to the appropriate State Department of Education official(s) and parents or guardians.

I understand that, by signing this contract, if I am in violation of any of the above regulations and/or conduct myself in a manner unbecoming of a state SkillsUSA officer, I may be removed from office or suspended from travel appearances. I further agree to accept the penalty imposed on me with the understanding that all such actions will be explained to me. I realize the severity of the penalty may increase with the severity of the violation.

Name \_\_\_\_\_  
Typed or Printed (Candidate)

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read and understand the SkillsUSA State Officer Contract and agree to support its guidelines and the above named student to the best of my ability:

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
School SkillsUSA Advisor Signature

\_\_\_\_\_  
School Administrator Signature  
(KY Tech ATC, local CTC or KCTCS)

\_\_\_\_\_  
Home High School Administrator



**SkillsUSA Kentucky  
State Officer Travel Permission Form**

All state officer meetings (officer/advisors will be given a two-week prior notification of meeting – 4-5 meetings per year):

State Officer and Special Event Training – 2-4 days  
KLTi (Kentucky Leadership Training Institute) – 5 days  
Leadership Day – 3 days  
State Conference – 6 days  
National Leadership & Skills Conference – 9 days

I understand that state officers of SkillsUSA Kentucky travel with the supervision of a state staff person or other authorized person until they reach their destination. Upon arrival at their destination, they will be supervised until their departure home.

High School students are not allowed to transport themselves to any SkillsUSA Kentucky organization activity. Each student must ride with a school official or family member to and from meetings.

Postsecondary students can transport themselves to a SkillsUSA organization activity; however, they are not allowed to transport a secondary state officer member.

If parents/guardians, school administrators, school advisors or other caretakers are not comfortable with this requirement, they shall be responsible for providing a chaperone during travel at their own expense.

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Parent/Guardian

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School SkillsUSA Advisor

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School Administrator

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Home School Administrator – High School (if applicable)



## SkillsUSA Kentucky State Officer Candidate Campaign Procedures

There is a \$25.00 (twenty-five dollar) limit for campaign materials; this includes purchased or donated items. Each candidate will need to present receipts and a letter from their local advisor to verify the amount of money spent (or donated) toward the campaign materials.

Each candidate will be given ½ of a 3 ft. x 6 ft. table to display campaign materials. You will be given time to set up. (Time will be announced during officer candidate interviews – check official SkillsUSA Conference program for schedule).

No posters or campaign materials are to be attached to the hotel property (*walls, elevators, windows, doors, etc.*) You may distribute materials to people.

Campaigning cannot be done during Congressional time.

Items each officer candidate needs to bring with him or her to the interview:

- Portfolio – (this is a 3-ring binder developed as part of the PDP and should include photos of your work, certificates, check-off sheet for Level I of PDP, and resume.
- Statesman certificate - if earned at KLTi
- Pen or pencil
- Letter verifying amount of money spent on campaign materials and receipt for campaign materials or detailed listing of expenses.

